

**Treasurer’s Office**

**Merchant Tip of the Month**

March 2014

***Did you know?***

The merchant contact is responsible for maintaining the current listing of authorized users in M-Pathways Financials and Physical Resources System (FINPROD).

*Questions? Please contact Merchant Services at merchantservices@umich.edu. We will be happy to assist you with any questions or concerns that you may have.*

An authorized user is anyone who comes in contact with or handles cardholder data (i.e. the full 16 digit credit card number), or issues credit card refunds.

This information should be updated as changes occur.

Detailed instructions for updating authorized users are found here **(merchant instructions begin on page 3)**:

<https://maislinc.umich.edu/mais/pdf/GL_CR_Deposit_Merchant_SS.pdf>

* For changes to your merchant account (address, merchant contact, ChartFields, merchant name, or termination), please complete the **Merchant Change/Termination form and return to merchant services**. <http://www.finance.umich.edu/node/2195>
* For changes to IT Contacts, Budget Administrators, or individuals approving refunds, please complete pages 1, 19, and 21 of the **Merchant Services Policy Documet** **and return to merchant services.**

<http://www.finance.umich.edu/treasury/merchant-services/merchant-policies>

Contact Merchant Services at [merchantservices@umich.edu](mailto:merchantservices@umich.edu) with any questions.